



Withdrawal of Consent to Electronic W-2

SECTION I: Employee/Student Information

Last Name _____ First Name _____

Employee ID _____ Telephone Number _____

SECTION II: Electronic W-2 Service

Use this form only if you have consented to electronic-only delivery of your W-2, but you have changed your mind and now want the State System to send you your W-2 via U.S. mail. If you have not already consented to electronic-only delivery, you do not need to submit this form to continue receiving your W-2 from the State System via U.S. mail. This form is *only* used for withdrawing consent that you have previously given.

Please read the *Electronic Form W-2 Disclosure Notice* for more information.

Withdrawal of consent will be effective on the date received by HR/Payroll (campus) and will be confirmed in writing or by email. If consent is withdrawn, it will only be effective for W-2s not yet issued.

The State System provides on-line access to your current W-2 on the Employee Self Service web site. If you wish to change back to electronic-only delivery after you have submitted this form, please go to the Employee Self Service web site (below) and re-consent to receive your Form W-2 electronically.

Employee Self Service:
<https://portal.passhe.edu>

Reason (Optional):

It would be helpful for the State System to understand why you wish to receive a paper W-2 via U.S. mail. If you wish, please tell us your reason in the space below:

I would like to withdraw my consent to electronic-only delivery of my W-2 form, and request that the State System mail a printed W-2 form to my address on file with HR/Payroll.

Employee's Signature _____ Date _____

Please return the completed form to your campus HR/Payroll office or:

System Human Capital Management
Dixon University Center
2986 North Second Street
Harrisburg, PA 17110

Electronic Form W-2 Disclosure Notice

Internal Revenue Service (IRS) regulations require PASSHE to obtain your consent before delivering your W-2 only on-line and not mailing you a paper W-2. The Disclosure Notice below explains in detail what it means to consent ("I accept") to electronic-only delivery. Please contact your university's HR/Payroll department if you have any questions.

1. If you do not consent to electronic-only delivery of your W-2, PASSHE will send you a paper form via U.S. mail.
2. If you do consent to electronic-only delivery of your W-2, PASSHE will not mail you a paper W-2. You will need to use the Employee Self Service web site to view, print and, if you wish, save a copy of your W-2.
3. The hardware and software required to access your electronic W-2 includes a computer with an Internet connection and a web browser. An ESS username and password are required.
4. Your electronic W-2 will be available on Employee Self Service for at least 5 years after its posting date.
5. Your consent is effective for W-2s issued for the current calendar year until (a) you withdraw your consent or (b) you are no longer employed by PASSHE (faculty and staff).
6. If you have consented to electronic-only delivery of your W-2, you may change your mind and withdraw consent at any time by submitting a "Withdrawal of Consent to Electronic W-2" form to your HR/Payroll Office.
7. Withdrawal of consent will be effective on the date received by HR/Payroll will be confirmed in writing or by email. If consent is withdrawn, it will only be effective for W-2s not yet issued.
8. When you leave PASSHE (terminate employment) you will no longer have access to electronic W-2s. If you consent to electronic-only delivery of your W-2 but leave PASSHE before the electronic W-2 is available, you will receive a paper copy via U.S. mail.
9. You should be aware you may be required to attach a printed copy of your W-2 to your annual tax return documents, even when you only receive an electronic version from PASSHE.
10. Even if you have consented to electronic-only delivery of your W-2, you may still receive a paper copy of the W-2 by contacting your HR/Payroll department. Request for a paper copy does not withdraw your consent for electronic-only delivery.

Copies of W-2s for years not available via electronic W-2s (calendar year 2012 or earlier) may be requested from the HR/Payroll department.